

Town of Windham-records Retention Committee Minutes  
Thursday July 18, 2013

Members Present: Nicole Bottai, Chair, Dana Call, Rex Norman, Doreen Desmone and Margaret Case

Excused: Roger Hohenberger, Kathleen DiFruscia, Bob Coole, Robert Skinner, and Ruth Robertson

Meeting was called to order at 2:45pm. Motion by Rex to approve the minutes of June 20, 2013 seconded by Dana. Votes 5 yes motion passed.

Discussion was held on the request for committee minutes that are held at the Community Development Department. We will wait for a response which is due by July 30, 2013.

Dana reported that she contacted the Historic District Commission, Trustee of the Trust Funds. She will continue to follow up. The Wall Street Minutes are in the Safe. Margaret reported that the Charlie McMahon has the Housing Authority minutes and will provide them to the Town Clerk shortly. The Trustee of the Museum was contacted but they do not have any Minutes at this time but will provide minutes in the future.

The committee reviewed different types of Binders to be used for the storage and Safekeeping of Town Minutes. The consensus was that the Unibind Binder would be the best, Rex will check out the cost for the next meeting.

The committee reviewed the gray areas of the Finance/Administration schedule. Dana will revise the schedule and send to members.

Nicole will gather all the schedules to date into a binder for the next meeting.

Next meeting will be August 15, 2013 at 2:30 Town Hall

Motion to adjourn by Rex at 3:40pm and seconded by all

Respectfully submitted by:  
Margaret A Case

